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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D.C. 20257

AMS INSTRUCTION No. 233-1

ACTION BY: All Field Offices, Area Administrative Divisions,
and Administrative Services Division

Procurement of Field Printing and Contract Field Printing

I PURPOSE

This Instruction (1) sets forth the sources from which field printing may be procured; (2) provides for the establishment of a limitation for contract field printing in each Area Administrative (AA) Division; and (3) outlines procedures for procuring field printing and contract field printing, together with record keeping and reporting requirements for AA Divisions regarding contract field printing.

II DEFINITIONS

A Departmental Printing. The term "departmental printing" means all printing, binding, and blankbook work which is for general use in the agency regardless of the place of origin of the work. Such printing shall be procured through Washington, D.C., channels only.

B Field Printing. The term "field printing" means all printing (including cutting, binding, and finishing operations required to complete manufacture) and blankbook work (1) the need for which originates and is for use primarily in the geographic area of origin, and (2) which is procured from Department of Agriculture installations, or Government Printing Office (GPO) field-service offices. The term excludes work which (1) is done on office-type duplicating machines utilizing stencils, masters, direct-image, or paper plates prepared by typewriter or other nonphotographic office device, and (2) requires no binding or finishing operations other than those which can be performed on office-type stapling or punching machines. Quantities that are reproduced by this method should not exceed 25,000 production units. A production unit is one sheet, size 8 x 10½ inches, one side only.

C Contract Field Printing. The term "contract field printing" means all field printing procured from commercial sources, or from

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plants operated by Federal departments other than Agriculture (except GPO field-service offices). The term excludes procurement of the following:

1 Duplicating (direct-image offset using paper or plastic plates, stencil or spirit processing, oxalid, black and white (B/W), blueprint, etc.);

2 Reproduction by photostat or similar equipment;

3 Any work procured from a commercial source on a waiver from the GPO in Washington, D.C. (such waiver must be obtained through the Administrative Services (AS) Division); and

4 Binding procured from any source under contract with the Department of Agriculture to furnish this type of service.^{1/}

III SOURCES OF SUPPLY

A The Joint Committee on Printing recommends that a fuller utilization of GPO field-service offices be made by nearby field offices of Government departments and agencies, and that a minimum of uneconomical work be done by office-type duplicating facilities. From known cost data, the Committee has determined that it is in most instances more economical to use other than office-type duplicating facilities to process any job totaling 25,000 or more production units.

B Field office requirements for printing shall be met from sources as near to the location of the office as possible considering cost, delivery time, type of work to be done, and other division requirements. The following sources of supply (in addition to the GPO in Washington, D.C.) should be considered:

1 GPO field-service offices. (Exhibit A attached gives the location of these plants.)

^{1/} The Library makes an annual contract for field binding on a waiver from the GPO. Information on procurement of binding under this contract may be obtained from the AA Division.

(III B)

2 Other Government printing plants authorized by the Joint Committee on Printing. (These plants are listed in the Government Printing and Binding Regulations, copies of which are on file in the AA Divisions.)

3 Commercial plants.

IV LIMITATION ON CONTRACT FIELD PRINTING

Each year AMS is required to estimate the amount needed for contract field printing for the next fiscal year. On the basis of this estimate the AS Division requests authority from the Department to procure such printing in the amount of the estimate. This limitation is not an actual fund allotment but represents a monetary authority to procure contract field printing up to the amount authorized. The AS Division apportions this limitation to the AA Divisions in amounts estimated to meet requirements for contract field printing within each area. Expenditures for all contract field printing are chargeable against the limitation regardless of the funds, whether appropriated or trust, from which payment will be made.

The limitation may not be exceeded. If the AA Divisions find that they will require an amount greater than that assigned to them, they shall notify the AS Division. That Division shall determine whether an adjustment can be made, and notify the AA Division.

V IMPRINT ON FIELD PRINTING

Department regulations require that an imprint, consisting of the name of the Department and the location of the printing plant, be included on every copy of all printing jobs other than letterheads, envelopes, and tabulating cards. For example:

Agriculture - Davis Printing Co., Topeka, Kansas
Agriculture - Atlanta, Georgia

This provision applies to all field printing except that which is procured from GPO field-service offices. The following also apply:

A The imprint shall be printed with the job and not as a separate operation.

B The imprint shall not be used when the job is overprinted.

(V)

C The imprint shall appear on each section of jobs printed more than one job to a single sheet.

VI PROCUREMENT PROCEDURE

A Field Offices.

1 To procure field printing or contract field printing, field offices shall:

a Obtain clearance from division headquarters.

b Requisition the printing from the AA Division on Form AD-14, Request for Supplies, Equipment, or Services. Include the following information (if available) on the requisition and attach a sample of the work to be done:

(1) Estimated cost.

(2) Date needed.

(3) Information on type of paper, assembling, stapling, punching, etc., as required.

(4) Suggested sources of supply if known.

2 Upon completion of contract field printing, field offices shall forward to the AA Division three copies of the completed job, together with the receipted copy of the Purchase Order (AD-38) as evidence that the work was satisfactorily completed.

B AA Divisions.

1 Contract Field Printing.

a AA Divisions shall maintain a record of charges made against the limitation for contract field printing to assure that it is not exceeded, making necessary adjustments if the billing received from the printer is different from the amount originally estimated.

b Upon receipt of a requisition for printing which the AA Division determines is to be procured on a contract basis, that

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Division shall prepare an AD-38, Purchase Order, to procure the printing. (If the AA Division feels that it will be more advantageous for the field office to deal directly with the printer, the AD-38 may be sent to the field office for delivery, with a sample of work to be done, to the printer.)

c The General Accounting Office requires that the following certification be added or attached to vouchers for contract field printing:

"I hereby certify as responsible officer in the field that the printing and/or binding covered by this voucher was, in my opinion, urgent or necessary to have done elsewhere than at the Government Printing Office; that it is for use primarily by a field office of this Department; and that same is of the class and within the limitation specified in paragraph 2/ of Government Printing and Binding Regulations No. 2/ of the Joint Committee on Printing or in the special authorization of the Committee, a copy of which authorization is attached hereto or to voucher 3/."

The official in the AA Division who authorized the printing shall sign the certification.

2 Field Printing. AA Divisions shall use Form GPO 3019, Printing and Reproduction Service Requisition, to procure field printing from the GPO field-service offices. A memorandum may be used when requisitioning printing to be done by USDA authorized printing plants.

VII REPORTS ON CONTRACT FIELD PRINTING

A AA Divisions. Each AA Division shall prepare a report covering all contract field printing transactions completed during each


2/ The Government Printing and Binding Regulations are revised periodically. Therefore, the AA Division shall cite the applicable paragraph and regulation number in effect at the time the field contract printing is procured.

3/ Indicate voucher number, date, payee, and amount.

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quarter of the year. Use JCP Form No. 2, Quarterly Contract Printing Report, and submit three copies to the AS Division by the 15th of the month following the close of the quarter. Two samples of each job reported shall accompany the report. Indicate on the samples the total cost including paper, composition (whether typeset or typed), and illustrations.

B AS Division. The AS Division shall submit an annual summary statement of expenditures for contract field printing during the preceding fiscal year to the Department Office of Information by August 15 each year.


Henry G. Herrell
Assistant Administrator for Management

Attachment

Locations of Government Printing Office
Field-Service Offices

Chicago, Illinois - 433 West Van Buren Street

Denver, Colorado - Denver Federal Center, Building 52

New York, New York - Post Office Building, Morgan Annex,
341 Ninth Avenue

San Francisco, California - Post Office Building

Seattle, Washington - 509 Dexter Avenue

